

[QUICK GUIDE TO FILE GLS REPORT]

1. After logging in, click [Licensee](#) link.



Home

This is the SPECIAL MESSAGE that prints on the Home page.

Licensing

[Licensee](#)

2. Look for the license you wish to file and double click [File](#)

Home / Licensee-Licenses

Licensee-Licenses

Licensee Name ↑	Trade/DBA Name	License #	Period Start	Period End	Period Status	GLS	Due
Test License 1	Test License A	A0001	mm/dd/yyyy	mm/dd/yyyy	Active	File	Pay
Test Licensee 3	Restaurant 1	R9001	07/01/2017	06/30/2018	Active	File	
Test Licensee 3	Restaurant 2	R9002	07/01/2017	06/30/2018	Active	File	

3. Open drop down menu (1) [Select Reporting Period](#), and select GLS Period you wish to file and click (2) [File GLS](#) button

Home / Licensee-Licenses / GLS List

Gross Liquor Sales (GLS)

Test Licensee 3

D9001 Retail 1

Select Reporting Period

File GLS

Start ↓	End	Class-Kind-Category	GLS Status	Due Amount
mm/dd/yyyy	mm/dd/yyyy			

4. A blank GLS report will appear on the screen.

Note: a report will not auto-calculate.

Declaration of Gross Liquor Sales (GLS)

Test Licensee 3

Retail (D)

License Number

D9001

Trade/DBA Name

Retail 1

Phone #

808

3333333

Premises Address

711 Kapiolani Blvd, Ste 600

Honolulu

HI

96813

Mailing Address

Street 1

Street 2

City

State

Zip Code

Prepared By

First Name

MI

Last Name

Suffix

Title

Preparer's Phone #

Area Code

Phone Number

Extension

Email Address

Email Address

Report Status

Pending

Reporting Period

07/01/2017-06/30/2018

Computation of Additional License Fee

Fill out all the required fields (white boxes) and click **Calculate** at the bottom of the report to view calculation.

1. Total Liquor Sales	0.00
2. Complimentary Drinks/Samplings	0.00
3. GROSS LIQUOR SALES (GLS)	0.00
4. Less Fiscal Year (FY) Deductible	0.00
5. Net GLS	0.00
6. Multiply by Assessment Rate	0.0025
7. ADDITIONAL LICENSE FEE DUE AND PAYABLE (Net GLS x Assessment Rate)	0.00

Cost of Liquor Sold

A. Beginning Liquor Inventory as of Starting Period	0.00
B. Add Total Liquor Purchases for the Period	0.00
C. Ending Liquor Inventory as of Ending Period	0.00
D. Cost of Liquor Sold (COLS)	0.00

Online Acknowledgement ☐

Pursuant to §3-81-17.5 et seq., the Rules of the Liquor Commission, and under the penalties set forth in §281, Hawaii Revised Statutes, I certify that this Gross Liquor Sales Report is true, accurate, and complete, and I am authorized to submit this report.

Officer/Member/Authorized Agent

First Name

MI

Last Name

Suffix

Title

Signed by Officer/Member/Authorized Agent ☐

Date

07/12/2018

Received Date-Time

Calculate

Save

Cancel

Fill in all the required fields in white and two acknowledgement boxes and click [Calculate](#) button at the bottom of the report to calculate. Click only once. **DO NOT double click!** Screen will pause to calculate values. Once calculation is complete, button will change to [Submit](#). Once submitted, you will not be able to make any changes to your report.

Gross Liquor Sales (GLS)

FOOD PANTRY, LTD.

Retail (D)

License Number

D1072

Trade/DBA Name

KU'AI MARKET #1406

Phone #

808

1112222

3456

Premises Address

2300 KALAKAUA AVE

HONOLULU

HI

96815

Mailing Address

Street 1

Street 2

City

State

Zip Code

Prepared By

First Name

MI

Last Name

Suffix

Title

Preparer's Phone #

Area Code

Phone Number

Extension

Click [Calculate](#) button once to calculate and review.

Online Acknowledgement ☐

Pursuant to §3-91-17.5 et seq., the Rules of the Liquor Commission, and under the penalties set forth in §281, Hawaii Revised Statutes, I certify that this Gross Liquor Sales Report is true, accurate, and complete, and I am authorized to submit this report.

Officer/Member/Authorized Agent

First Name

MI

Last Name

Suffix

Title

Signed by Officer/Member/Authorized Agent ☐

Date

07/11/2018

Received Date-Time

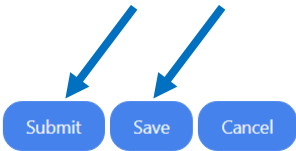
Calculate

Save

Cancel

5. [Calculate](#) button will change to [Submit](#) button. Click [Submit](#) to complete submission. **Reminder: once you submit your report, you will not be able to make any changes. Please contact 808-768-7360 if you accidentally submit your report.** If you are not ready to submit, complete all required fields (Address, Prepared by, Preparer's phone number,

check online acknowledgement and signed by Officer/Member/Authorized Agent) and click [Save](#). Click [Cancel](#) only if you want to delete everything and restart.



* GLS List Page View: After submitting the report

Note: Your submission is NOT complete until payment is received by Honolulu Liquor Commission.

To pay by credit card, proceed on to “Processing Credit Card Payment”

To submit payment by check:
Print and submit a hard copy of your GLS report with check payment to the Honolulu Liquor Commission.

Gross Liquor Sales (GLS)

[Test Licensee 3](#)
[D9001 Retail 1](#)

Select Reporting Period

Add GLS

Start	End	Class-Kind-Category	GLS Status	Due Amount
mm/dd/yyyy	mm/dd/yyyy			
07/01/2017	06/30/2018	Retail-General-Not applicable	Submitted	47.59

* GLS List Page View: After saving the report (GLS Status: Pending; Due Amount: Blank). Double click on pending GLS report to continue.

Gross Liquor Sales (GLS)

[Test Licensee 3](#)
[D9001 Retail 1](#)

Select Reporting Period

Add GLS

Start	End	Class-Kind-Category	GLS Status	Due Amount
mm/dd/yyyy	mm/dd/yyyy			
07/01/2017	06/30/2018	Retail-General-Not applicable	Pending	

Processing Credit Card Payment

1. In Pay Balance Due page, select license(s) to pay by clicking on the check box(es) to the left.

CITY AND COUNTY OF HONOLULU
Liquor Commission Information System

Home / Licensee-Licenses / GLS List / GLS / Balance Due List

Pay Balance Due

***Test License 4

License # 1	Trade/DBA Name	Fee Type 2	Balance Due
<input checked="" type="checkbox"/> 1111	Beach Island Club	Gross Liquor Sales	80.00

Pay Now

Contact Us | Printable Forms | Complaint Line | Request for Public Information | Frequently Asked Questions | Liquor Commission

City and County of Honolulu, Liquor Commission

2. Select "Credit Card" for payment method and enter payment information. Enter payment amount in the "Amount to Apply". Verify payment amount clicking the "Submit" button. (Payment CANNOT be cancelled once submitted.)

Note: DO NOT ENTER Payment here. Amount will populate once you enter payment amount in grid

NEW: Add email address to send payment confirmation

City: _____ State: _____ Zip Code: _____

Amount: 0.00 Email: _____

Verified By: Douglas Oh Payment Received Date: 06/29/2020

License # 1	Trade/DBA Name	Fee Type 2	Balance Due	Amount to Apply
X0002	USER MANUAL MULTIPLE LICENSE 1	License Renewal Fee	1,440.00	<input type="text"/>

ENTER PAYMENT HERE

Total 0.00

Submit **Cancel**